

INCIDENT RESPONSE – Local Outbreak Control (to be read in conjunction with Local Outbreak Management Plan)									
RESPONSIBILITIES OF INCIDENT RESPONSE TEAM MEMBERS (or designated nominee, depending on restrictions or lockdown)									
INCIDENT TEAM CO-ORDINATOR:					MAJOR INCIDENT TEAM IS RESPONSIBLE FOR:				
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Director of Estates and Facilities	Director of External Relations	Associate Registrar/Director of Quality	Deputy Director Student Services	University Secretary	MIT Support Officer	Deputy HR Director	Director of IT	Associate Director of International	Chief Executive Students' Union
Main responsibilities (may be delegated) – follow specific local incident checklists									
<ul style="list-style-type: none"> <li>Student Accommodation – management of hall operators and assurance of standards</li> <li>Residential Life teams supporting students and identifying any high risk or vulnerable students and providing support, particular in self-isolation</li> <li>Liaise with HSE as required</li> <li>Lead on generic risk assessments for changes to teaching and service operations</li> <li>Implementation of campus close-down plans (if required)</li> </ul>	<ul style="list-style-type: none"> <li>Statement on local outbreaks/application of local lockdown*</li> <li>Leads on setting up telephone hotline if required</li> <li>Public messaging (re-iterating local advice; closures / amended services)</li> <li>Leads on messaging for students, staff and applicants</li> <li>Leads on community cohesion messaging</li> </ul> <p>*following the advice of Director of PH/PHE/UKHSA</p>	<ul style="list-style-type: none"> <li>Advice with respect to impact of local outbreak on current delivery plans</li> <li>Develop/clarify policy on assessment &amp; exams in the event of student absence</li> <li>Leads on delivery of revised timetable with Schools as required</li> <li>Co-ordinates communication to students returning to Leeds from placements and student exchanges</li> </ul>	<ul style="list-style-type: none"> <li>Lead contact for local HPT</li> <li>Accurate data on confirmed student cases and contacts</li> <li>Residences – providing support, monitoring student illness levels</li> <li>Health services for students – liaise with PHE and Leeds Student Medical Practices re the provision of additional services</li> <li>Identify any high risk or vulnerable students and provide support</li> </ul>	<ul style="list-style-type: none"> <li>Incident Team Co-ordinator</li> <li>Legal advice on implications of local interpretation and decisions</li> </ul>	<ul style="list-style-type: none"> <li>Keeps an accurate record of all decisions made, actions taken &amp; costs incurred</li> <li>Assists as required with maintenance of records for reporting to Public Health England and OfS</li> </ul>	<ul style="list-style-type: none"> <li>Liaison with Unions on implications for staff</li> <li>Accurate data on confirmed staff cases and contacts (where relevant)</li> <li>Process for colleague notification &amp; recording of impact of local lockdown</li> <li>Identify any high risk or vulnerable colleagues</li> <li>Offer guidance on application of work from home policy</li> <li>Clarify impact of lockdown on staff roles and locations</li> <li>Identify any vulnerable staff for whom there is a particular impact</li> </ul>	<ul style="list-style-type: none"> <li>Ensures IT systems can support increased remote access for students and staff</li> </ul>	<ul style="list-style-type: none"> <li>Through insurance team, provides guidance to staff and students on travel plans and risk</li> <li>Updates OVP pages with up to date advice on travel risk</li> </ul>	<ul style="list-style-type: none"> <li>Advises on the wider impact on students, Union events &amp; activities</li> <li>Leads on engagement with the student body &amp; provides feedback</li> <li>Identifies potential student groups that may need additional support</li> <li>Leads on engagement of student body to support local measures/volunteering</li> </ul>

**Briefing Note: Student Return to Campus – September 2021**

1. This briefing note provides a summary of the preparations in place to facilitate a re-opening of our campuses to students for the start of teaching on 27 September 2021.
2. A Group, comprising members of Estates, IT, CARES, HR and the Health and Safety Service have worked together with our Trades Unions over many weeks to discuss these preparations and the relevant Government guidance, infection control measures and have undertaken all necessary risk-assessments.
3. The majority of actions necessary to open our campus for students are now complete with the rest being finalised over the next two weeks.

**Access to buildings**

4. Access to key buildings will be available for students and staff from 7am to 9pm. Doors will be on open access (meaning no card needed) between 8.30am and 5pm. Prior to 8.30am and after 5pm students and staff will be able to enter with an ID card or keypad access.
5. Any staff only buildings will be on access control. You should wear your ID badge while on campus.

**Moving round campus**

6. Keep left.
7. NHS (Test and Trace) QR codes are also available to 'check-in' to buildings should students and staff wish to do so.
8. Perspex protection screens will remain in various locations including reception points, food services pay points and some IT laboratories.

**Cleaning and hygiene**

9. All internal spaces have been deep cleaned in preparation for the start of term.
10. All wall mounted sanitiser stations remain installed (c400) across our campuses. Freestanding hand sanitiser units are also in place and 'self-clean' kits have been distributed where they may be needed across campus.
11. Our enhanced Cleaning Charter remains in place and has been published on the University's Coronavirus microsite.

**Ventilation**

12. Ventilation in all teaching spaces and across our campuses has been reviewed in preparation for the start of term in line with updated health and safety guidance to determine appropriate occupancy levels which have informed the timetable and services available. All

mechanically ventilated spaces will be set to operate at optimum air changes per hour with no recirculation. Naturally ventilated spaces will operate with additional controls. CO2 levels will be monitored.

#### **Testing on campus**

13. All Leeds Beckett University students, and any staff on campus, will be encouraged to take two lateral flow Covid-19 tests a week.

Regular testing has the potential to identify anyone who may be asymptomatic (without symptoms) and is therefore unaware they have coronavirus. This will help break chains of transmission among households and reduce the risk of onward transmission. If you have [symptoms](#), you must follow Government guidance and [book an NHS test](#).

Our City Campus testing site is in the Rosebowl atrium and has testing booths as well as a home collect option.

- Up to Friday 17 September this will be open from 9:00 to 14:00, Monday to Friday.
- From 20 September this will be open 9:00 to 16:00, Monday to Friday.

At Headingley Campus, testing will continue from the Hub at Campus Central.

- Up to Friday 17 September this will be open from 9:00 to 14:00, Monday to Friday.
- From 20 September this will open 9:00 to 16:00, Monday to Friday.

In addition to the provision available on site, details of wide community availability of LFD and PCR for individuals to access can be found <https://nhs.uk/get-tested>

#### **Face coverings**

14. The University will continue to encourage the use of face coverings for students and staff when in close contact with others, either in transit around our campuses or when mixing in busy or crowded places or with people they don't usually meet. They are no longer mandatory indoors for students, staff or visitors in teaching, learning or communal areas on campus following the Government's easing of restrictions from 19 July 2021.
15. Our position on face coverings has been determined in consultation with the Director of Public Health and Leeds City Council's Environmental Health department as part of the agreement of our outbreak management plan. It will be kept under review throughout the semester and any adjustments made as advised from a public health perspective in response to the prevailing local conditions in Leeds. The University's Covid-19 microsite will contain the latest information.

#### **Other Campus Facilities**

16. **Food outlets** will be open and details of opening hours may be found via this link <https://www.leedsbeckett.ac.uk/beckettfood/our-outlets/opening-hours/>

17. **Cleaning kits** are available across the campus (including classrooms and lecture theatres) for independent cleaning by colleagues and/or students in addition to the established enhanced cleaning managed through our CARES team.
18. **Student services** will start to offer on campus services, appointments, and advice, in addition to virtual services, from 20 September. The Student Services centres at both City and Headingley campuses will open from this date.
19. **Libraries and Student IT** will reopen 24-hours a day, 7 days a week from 20 September. Study spaces and access to book areas re-opened earlier in the Summer. Rooms for academic skills appointments and student meeting rooms will be available to book.
20. **Sports Facilities and Gyms** will be open.
21. **Faith Spaces** will re-open for private worship. Access control will be in operation.
22. **Car parks** will be open. Their use should be kept to a minimum. Access to the Rose Bowl car park and eligibility for free parking is being reviewed. Parking at Headingley campus will be free to all staff required to work on either campus without the requirement for a permit. This position will be reviewed in December 2021. In week commencing 20 September parking at Headingley will be restricted and require a booking to accommodate our Class of 2020 and 2021 celebrations for students and guests across the week.

#### **Staff workspace on campus**

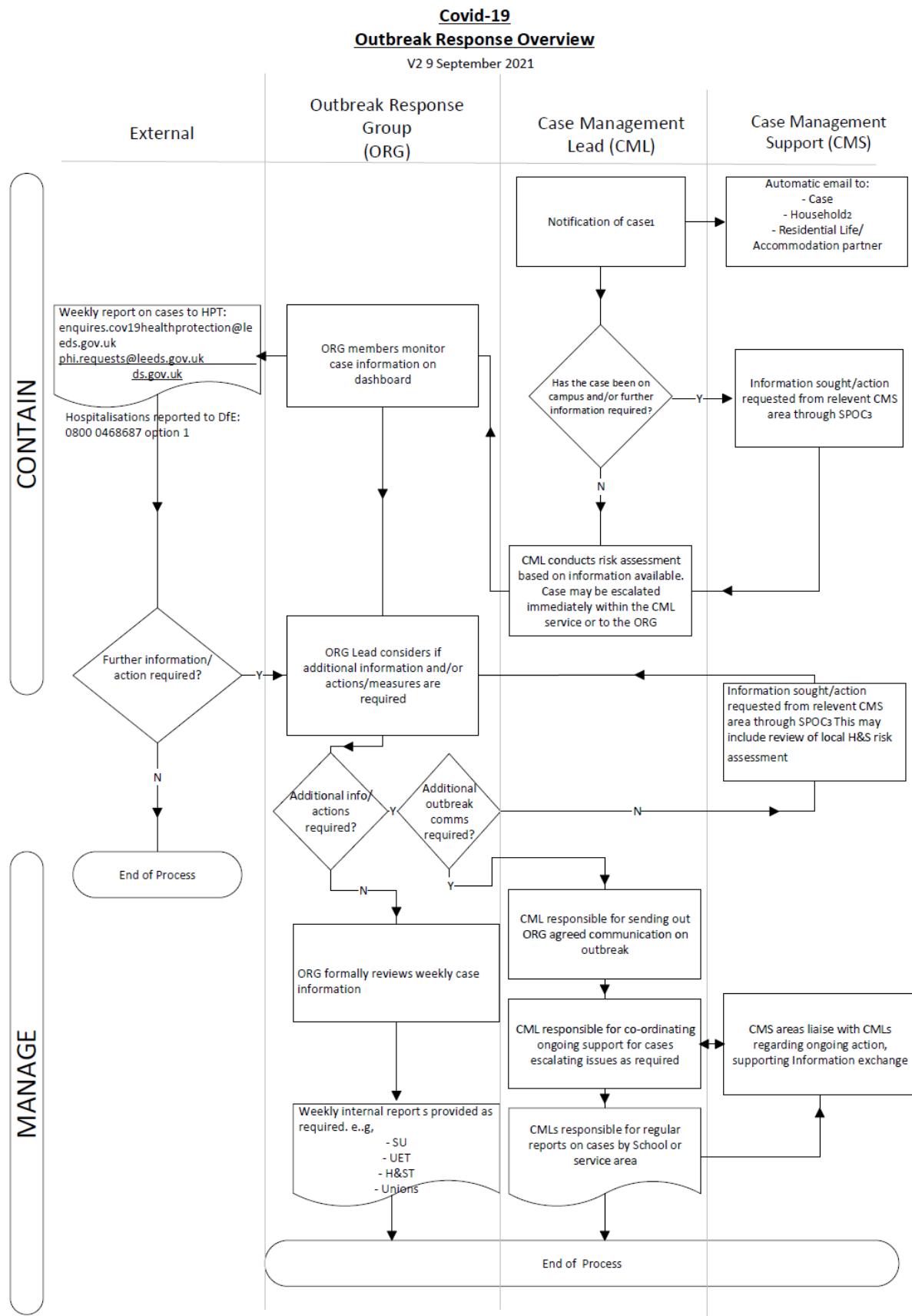
23. The majority of professional services staff will continue to work remotely for Semester 1. This has allowed us to prioritise the changes to our campus and facilities to enable our staff and students to return to teaching and learning.
24. Where both academic and professional services staff need to come together on campus either periodically for planning and collaboration, or for more routine research, teaching or to support our students, appropriate space will be allocated.

#### **Risk assessments**

25. Most day-to-day on campus activities will be covered by the Pan-University Risk-Assessment. Health and safety advice and risk assessment templates for any specialist activities on campus is available for Health & Safety Co-ordinators in each school and service.
26. Updated guidance is also available to all colleagues and managers for the completion of individual return to work risk assessments where this applies to individual circumstances alongside health and safety guidance for working on campus or at home.

#### **Campus Ambassadors**

27. Campus ambassadors will be present across our campuses to support students and staff and to navigate the return to campus for the first 8-weeks of term.



## Outbreak Response Overview – Supporting notes

**V3 16 September 2021**

**The Outbreak Response Overview flowchart and supporting notes should be read in conjunction with the following documents:**

- [Covid-19 microsite](#)
- Outbreak Management Plan
- Residential Life local plans
- Student Services local plans
- HR local plans
- CARES local plans

**Key contact details:**

**Outbreak Response Group:** outbreakcontrol@leedsbeckett.ac.uk 0113 812 2500

**Case Management Lead (students):** [Student.Coronavirus@leedsbeckett.ac.uk](mailto:Student.Coronavirus@leedsbeckett.ac.uk) 0113 8128507

**Case Management Lead (staff):** [EmployeeRelationsTeam@leedsbeckett.ac.uk](mailto:EmployeeRelationsTeam@leedsbeckett.ac.uk)

**CARES Helpdesk:** careshelpdesk@leedsbeckett.ac.uk 0113 8128585

### ROLES

#### **Public Health England (PHE)/UK Health Security Agency (UKHSA) and Leeds Health Protection Team (HPT)**

Leeds HPT and PHE/UKHSA lead on Covid-19 outbreak responses from a regional and national perspective. They liaise directly with the University's Outbreak Response Group and receive weekly reports on cases (including nil returns). The University works with the HPT and PHE/UKHSA to ensure that any actions following a cluster or outbreak are addressed. The HPT may convene an Outbreak Control Team, of which the University would be a part, in response to an outbreak at the University.

#### **LBU Outbreak Response Group (ORG)**

The Outbreak Response Group, led by the University Secretary, is a sub-group of the Major Incident Team. Membership of the ORG comprises:

- University Secretary/DVC (Resources) - Chair
- Associate Director Student Services
- Deputy Director Human Resources
- Associate Director CARES
- Director/Associate Director External Relations

The Head of Health and Safety may be invited to attend meetings as required.

#### **Case Management Lead (CML)**

Student Services, through the Student Advice Team, will provide Case Management Leadership for all student cases. The Single Point of Contact for the Student Advice Team is:

0113 8128507

[Student.Coronavirus@leedsbeckett.ac.uk](mailto:Student.Coronavirus@leedsbeckett.ac.uk)

Human Resources, through the Employee Relations Team, will provide Case Management Leadership for all staff cases. The Single Point of Contact for the Employee Relations Team is:

[EmployeeRelationsTeam@leedsbeckett.ac.uk](mailto:EmployeeRelationsTeam@leedsbeckett.ac.uk)

### **Case Management Support (CMS)**

All Schools and Services will form part of the Case Management Support (CMS) network for the University's Covid-19 outbreak response.

Notes to flowchart

1. A '**case**' is defined as a laboratory positive case of COVID-19 with or without symptoms (new continuous cough, temperature or anosmia).
2. A '**cluster**' is currently defined as 5 students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period
3. A '**household**' is defined as people you share a home with. For University accommodation, households have been defined as individual flats with some shared facilities (e.g., a kitchen). Households will only be notified of a case by the University where the case is in accommodation for which the University is the landlord or is involved in a formal partnership arrangement for the accommodation. For privately rented accommodation/commuting students/staff, NHS Test and Trace will have lead responsibility for informing the household on potential self-isolation.
4. Each **School and Service area** (or, where a service has multiple teams which are likely to be involved in responding to a case such as Estates and Cares, **each functional team**) will designate a Single Point of Contact (SPOC) for liaising with Case Management Leads on the provision of information and taking required actions. Identified SPOCs for each area are provided separately.

### **CLEANING AND ROOM MANAGEMENT**

CARES will take lead responsibility for co-ordinating any required cleaning in response to Covid-19 cases. All areas are being **cleaned twice daily** under the CARES [Cleaning Charter](#). This means that by the time a case is notified, any areas visited by the case are already likely to have been cleaned several times.

Risk assessments are in place for all areas of the University, including specialist spaces managed by Schools and spaces managed by Sport and Active Lifestyles. In the event of additional cleaning being required in ANY space, this will be co-ordinated by CARES.

CARES Single Point of Contact for Case Management Leads is:

- Helpdesk via phone 0113 8128585
- email [careshelpdesk@leedsbeckett.ac.uk](mailto:careshelpdesk@leedsbeckett.ac.uk)